

Student Internship Form



Please complete and SIGN THIS FORM. Return the form to the Career Services Office at the address or fax number below.

Student Name

Student ID #

Local Street Address

E-mail

City, State, Zip

Local Telephone #

Major

Graduating Semester (Summer, Fall, or Spring) and Year

Internship Semester (Summer, Fall, or Spring) and Year

I wish to have the Career Services Office send a copy of my resume to prospective internship sponsoring employers WITHOUT NOTIFYING ME IN ADVANCE. I understand that the employer will contact me directly to arrange an interview if interested. YES NO

TRACKING & STATUS CHECKLIST:

- Seeking Internship Resume Submitted
 Internship Position Secured Registered for Internship Course #295 or #495

Notes/Comments:

Faculty Internship Advisor

Internship Company Supervisor

Internship Company

Internship Company Location

Internship Position Description/Title

I understand that by signing and returning this form I will be registered with the Career Services Office for the current fiscal year, which ends June 30. It is my responsibility to actively seek internship placement from the job listings and other sources available. I agree to update Career Services on my internship search. When I am hired, I will notify the Career Services Office - Berks (610) 396-6019. I also agree to submit to the Career Services Office an **EMPLOYER/INTERNSHIP INFORMATION FORM** completed by my employer for statistical reporting purposes.

Student Signature: _____ Date: _____

Return completed and signed form to: Tish Jepsen - Coordinator of Career Services

Penn State Berks Career Services Office

10 Perkins Student Center - Tulpehocken Road - P.O. Box 7009 Reading, PA 19610-6009

Phone: (610) 396-6019 - Email: paj7@psu.edu

Penn State is committed to affirmative action, equal opportunity and diversity of its workforce.

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